

SECRET

10 March 1954

**MEMORANDUM FOR: Chief, Procurement Division,
Contract Branch**

SUBJECT: Instructions for sending mail [redacted]

50X1

50X1

1. In an effort to expedite transmission of classified correspondence between the Agency and its contractor, [redacted]

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[redacted] requested that all material classified no higher than Secret be sent to the following address:

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The inner envelope and the receipt should bear the name of the ultimate recipient.

2. Usual requirements for the transmission of classified information via U.S. mail should govern wrapping, receipts, stamping, and registering.

CLAUDE E. HAWLEY
Coordinator
External Research/OIC

OIC/CEH:br (10 March 1954)

Distributor:

- 1 & 1 - forward
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